

## City of Williamsburg

Facility name: Public Works and  
Utilities Department

Person resp	Prepared by	Reviewed by	Approved by
EMS 6/18/2003	EMS 6/18/2003	EMS 5/27/2008	DGC 5/9/2006

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Revision no. 1

### 4.3.32 Objectives and Targets Procedure

*This is a printed copy of the original and will not be kept up-to-date.*

**Persons responsible:**

**Areas of application:** Department of Public Works and Utilities Shop Complex

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**Warning!** ☒ The information in this document may be out of date and should be reviewed.

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#### Revision schedule

Rev. no.	Date	Description
1	5/9/2006	changed 3.1.1 / 3.1.2/ 3.3 and removed 6.2 reference to managment review procedure and renumbered

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## 4.3.32 Objectives and Targets Procedure

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### 1 PURPOSE

- 1.1 The purpose of this procedure is to establish practices related to the identification and maintenance of objectives and targets associated with the City of Williamsburg Department of Public Works and Utilities.

### 2 SCOPE

- 2.1 This procedure is responsive to Element 4.3.3 Objectives and Targets of the ISO 14001 1996 standard and covers operations of the Department of Public Works and Utilities.

### 3 RESPONSIBILITIES

- 3.1 The EMS Team will be responsible for the following:
- 3.1.1 Schedule a meeting for initial development and for annual review of objectives and targets, or more frequently if physical or operational changes are made at the Department of Public Works and Utilities.
  - 3.1.2 Ensure that minutes of all meetings are maintained in EMS files;
  - 3.1.3 Ensure that a current copy of the Objectives and Targets is maintained in the EMS files;
  - 3.1.4 As needed, provide training to employees on the use of Green Ware or equivalent;
  - 3.1.5 Maintain the documentation of Objectives and Targets that resides in Green Ware or equivalent.
  - 3.1.6 Maintain the integrity and functionality of Green Ware or equivalent.
- 3.2 The EMS Team or designated representatives are responsible:
- 3.2.1 For initial development and for annual review of objectives and targets to reflect changes to Department of Public Works and Utilities operations. This may be conducted concurrently with the aspect evaluation. This review will be documented and attendance recorded (i.e. agendas, sign in sheets, and meeting minutes). These documented discussions will provide evidence of the decision making process for establishing objectives and targets.
- 3.3 The Director of the Department of Public Works and Utilities will:
- 3.3.1 Review and endorse the initial objectives and targets. All major changes to the objectives and targets recommended by the EMS Team will also be reviewed and endorsed.
- 3.4 This procedure considers activities, products, and services pertinent to environmental management for the employees of the Department of Public Works and Utilities.

### 4 DEFINITIONS

- 4.1 Refer to 3.0 ISO 14001-1996 Related Definitions

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#### 5 PROCESS

- 5.1 Objectives and targets shall be identified for all aspects classified as significant at each relevant function and level within the Department of Public Works and Utilities.
- 5.2 Objectives and targets will be consistent with the environmental policy. Objectives that address the commitment to the prevention of pollution must be included.
- 5.3 The EMS Team will establish and evaluate the objectives and targets using 4.3.31 Objectives and Targets worksheet. For each significant aspect a sub-document will be generated identifying and defining each objective and target.
- 5.4 Objectives and targets will be periodically reviewed and revised and take into consideration legal and other requirements as well as views of interested parties.

#### 6 REFERENCES / RELATED DOCUMENTS

- 6.1 Meeting minutes, Agendas, Sign in Sheets
  - 6.2 4.3.11 Environmental aspects and impacts - Worksheet
  - 6.3 4.3.31 Objectives and targets - Worksheet
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